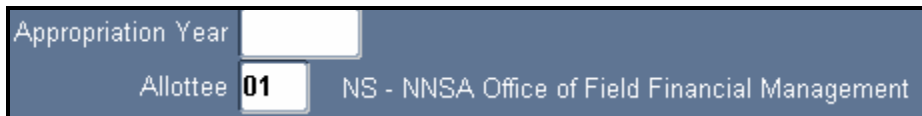


STARS Abnormal Balance Report

1. After logging into STARS select GL Inquiry from the Applications screen.
2. Under Reports click on Request Financial.
3. Under the Individual Report Tab, enter “Abnormal Balances by Allottee” in the Report field.
4. Enter “JUN-05” in the Period field.
5. Tab over to the Content Set field.
6. Place cursor back in the Segment Override field.
7. Double click on the List of Values (LOV) ellipsis (...) icon to bring up the DOE Accounting_Flexfield (AFF) screen.
8. Click the Clear button. You will need to enter your allottee ONLY. Click OK. See the sample below using allottee NS as an example.



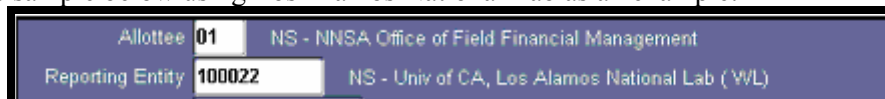
Appropriation Year
Allottee **01** NS - NNSA Office of Field Financial Management

9. Place a ✓ mark beside your report, click the Submit button, and record your Request ID.
10. To locate and run your report click on View from the Menu bar and select Requests.
11. Ensure that the “All My Requests” radio button is selected and click Find.
12. Click the Refresh Data button periodically until your report is completed. There should be a blue bar next to your report with the corresponding Request ID number.
13. Click on the View Output button after the report Phase indicates “Completed” and the Status is “Normal”.
14. Click File, Print or click on the printer icon to print your report.

To use STARS efficiently when running the abnormal balance report start at the higher level (allottee) and drill down to the problem (reporting entity). For example, after locating the SGLs with either an * or an @ sign on the Abnormal Balances by Allottee Report you can run an account analysis report to identify which reporting entity is causing the problems.

* means that a credit bal is in a debit account
@ means that a debit bal is in a credit account

15. Run an abnormal bal report by reporting entity using steps 1 – 8 above. Change the name of the report to “Abnormal Bal by Allot/Rep/SGL” in step 3 and also enter the reporting entity under your allottee for step 8. See the sample below using Los Alamos National Lab as an example:



Allottee **01** NS - NNSA Office of Field Financial Management
Reporting Entity **100022** NS - Univ of CA, Los Alamos National Lab (W/L)

NOTE: Because of how this report was developed you cannot do a segment override on the SGL. You can enter your allottee and reporting entity, but DO NOT override the SGL.